

APPENDIX "F" - GRIEVANCE FORM

REPORT OF GRIEVANCE (LIUNA)

Grievance #: _____
(Do not complete)

Grievant=s Name: _____ Date Completed: _____

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Job Title: _____

Date Incident occurred giving rise to Grievance: _____

Article and Section of Agreement violated and how violated: _____

Remedy Requested: _____

Employee Signature: _____

Step I-Supervisor Response

Date Grievance Received: _____

Grievance Settled: _____

Grievance Denied: _____

Date of Meeting: _____

Date Response Given: _____ *(Attach Response Provided)*

Signature of Supervisor: _____

Step II-Division Supervisor Response

Date Grievance Received: _____

Grievance Settled: _____

Grievance Denied: _____

Date of Meeting: _____

Date Response Given: _____ (*Attach Response Provided*)

Signature of Supervisor: _____

Step III-Superintendent or Department Director Response

Date Grievance Received: _____

Grievance Settled:_____

Grievance Denied:_____

Date of Meeting: _____

Date Response Given: _____(*Attach Response Provided*)

Signature of Supervisor/Department Director: _____

Step IV-City Manager

Date Grievance Received: _____

Grievance Settled: _____

Grievance Denied: _____

Date of Meeting: _____

Date Response Given: _____ (*Attach Response Provided*)

Signature of City Manager or Designee: _____

Step V-Arbitration

Date Arbitration Request Received: _____

Received by: _____
City Manager/Designee

Note: Up through the level of Department Director, a meeting with the grievant is required. Failure of the City to respond at any level is deemed a denial of the grievance. Failure of the grievant to file within the time limits prescribed shall be deemed a withdrawal and settlement of the grievance. **At each stage of the grievance, the City should return a copy of the grievance to the grievant along with a copy of the City=s response. It is the grievant=s responsibility to ensure his/her grievance is filed at each appropriate level until resolved or withdrawn by the grievant.**

Employees of the bargaining unit may file a grievance without union representation.

Upon a supervisors receipt of a grievance he/she should contact the Personnel Department to report it.